

Fire Evacuation and Bell Test Policy



Frobel Education's Executive Board oversee policy and procedure for its educational services:



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By: Executive Board

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FIRE EVACUATION AND BELL TEST POLICY

At Frobel Education, our overall aim is to minimise the risks to learners and staff in the event of a fire. Safety and preservation of life will be our first priority and will override all other considerations. We will ensure that precautions are taken to avoid and reduce effects of a fire outbreak, procedures are in place for evacuating learners safely and that the fire alarm system is in operation.

Responsibility

Person	Responsibility	Exit Route
Centre Manager	• Overall responsibility for fire safety matters. • Implementation of fire safety matters. • Make sure that all the learners evacuate the premises safely. • Ensure that staff and learner training take place and monitor the standard of fire precautions maintained. • Ensure all new staff are inducted and fire evacuation procedures are explained. • Ensure that a fire evacuation drill is undertaken each term. Fire action notices are kept up to date.	Main exit, if safe
Tutor	• Ensure that they are fully aware of all fire procedures. • Ensure the safe evacuation of all learners for whom they are responsible. • Ensure that no-one is left in the learning bases, toilets or corridor and conduct a roll call outside at the Assembly point. • Ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. • Ensure that learners for whom they are responsible are informed of the correct fire procedures.	Nearest Exit, if safe
Admin	• Call the emergency services if a genuine fire. • Ensure the office and staff room is evacuated. • Collect the visitor's book, and all the registers of the organisation; and go directly to the assembly point. • Distribute registers at assembly point to staff and assist in the checking of registers and staff registers.	Main exit, if safe
Head of Centre	• To carry out fire bell test and visual check of panel for fault once a week. • Ensure fire safety equipment is maintained. • Check fire doors and Fire extinguishers Weekly	

Procedure

- Each session, the attendance registers shall be placed in the 'register collection points' (A and B)
- Staff will sign-in when they arrive and any staff leaving the premises shall sign-out
- Any learner leaving the premises shall sign in and out
- All visitors shall sign the visitors' book on entry and sign-out when leaving.

Fire Evacuation

Fire Drill

- Fire drill shall be carried out at least once every term.
- When the bell rings (which will be a continuous ringing sound), the learners shall be quickly lined up in single file and evacuated through the nearest exit.
- When the bell rings
- Whilst staff are leaving the hall through the fire exit, they are expected to check the toilets as they pass.
- The learners shall be assembled in class lines at the far end of the designated assembly point.
- Staff shall conduct a roll call by taking a register to see if all learners, staff and visitors are present.
- If all learners, staff and visitors are present, re-enter the building if it is safe to do so.
- Health and Safety Central Services to record date, time, duration of drill and sign off and record in the site safety log book.

Actual Fire/Emergency

- When the fire bell rings quickly line the learners up and leave premises from the nearest fire exit.
- SLT/Admin (or any member of staff in their absence) call the fire brigade from the Centre if safe to do so or else use the nearest external telephone.
- Close all windows, doors and switch off electrical items, if safe to do so.
- Under no circumstances, should learners or staff collect belongings.
- Assemble the learners at the designated assembly point.
- Admin will take learner register; staff sign in sheet and visitors' book outside. A head count will be done, and register will be taken by the class teacher/lunch assistant.
- SLT will conduct a roll call to see if all staff and visitors are present.
- **Do not attempt to re-enter the building.**
- If someone is missing, the building should not be re-entered, but information should be given to the fire brigade for them to make a search.

Fire bell test

- Fire bell test shall be carried out once a week on every Monday at 9pm.
- Sound the alarm for approximately 5 seconds.
- Each week a different call point shall be activated.
- Findings are recorded at the end of the test.
- If the bell malfunctions or a fault light appears on the panel, it will be reported immediately for repairs.